



Attachment 1



Date: March 7, 2018 10:10 AM EST

Reference: **Delaware Bayshore Byway
Little Creek Boardwalk and Wildlife Observation Tower
Contract No. FW-2-15
Mandatory Pre-Bid Meeting**

Location: Little Creek Wildlife Area
Bayside Drive
Dover, DE 19901

Attendees: Anthony Gonzon, DE Division of Fish & Wildlife (DFW)
Denise Husband, DE Division of Fish & Wildlife
Bill Jones, DE Division of Fish & Wildlife
Bob Shaffer, Rummel, Klepper & Kahl, LLP (RK&K)
Ray Petrucci, Rummel, Klepper & Kahl, LLP

Contractors – see ATTENDANCE SHEET for all contractors in attendance.

MEETING AGENDA

1. Introductions

2. Administrative

- a. **Sign-In Sheet**
- b. **Questions during Bidding**
- c. **Bonds**
- d. **Wages/Payroll**
- e. **Bids Due**
- f. **Sub-Contractors**
- g. **Helical Anchor Certification**
- h. **On-Site Superintendent**
- i. **Completion of Work:**
 - Notice of Contract Award
 - Purchase Order Issuance
 - On-Site Mobilization
 - Substantial Completion
- j. **Hunting Time of Year Restrictions / Access**
- k. **Permits**
- l. **FAA**
- m. **Shop Drawings**

MEETING AGENDA (continued)

3. Scope of Work

- a. **Base Bid**
- b. **Add/Alternate No 1**
- c. **Add/Alternate No 2**
- d. **Add/Alternate No 3**

4. Field walk

MEETING MINUTES

Anthony Gonzon, Bayshore Initiative coordinator, DE Division of Fish & Wildlife, DNREC, opened the meeting with brief introductions of project manager (Anthony Gonzon, DFW), construction manager (Denise Husband, DFW) and the design engineer (Robert Shaffer, RK&K) along with additional RK&K staff (Ray Petrucci, RK&K) responsible for construction inspection and DFW staff responsible for management of the wildlife area (Bill Jones, DFW). A brief background of the project and the Delaware Bayshore Byway was presented.

Bob Shaffer, Anthony Gonzon and Denise Husband provided administrative information and described the scope of work, followed by a site walk.

During the meeting, the following points were clarified or emphasized:

- 1. All in attendance were reminded to fill in the sign-in sheet; otherwise you will not be considered in attendance and will not be permitted to submit a bid.
- 2. All questions during the bidding phase shall be submitted via email to anthony.gonzon@state.de.us.
- 3. Last Day for Questions shall be Thursday, March 15, 2018 (4:30 PM). Any questions received after this time will not be addressed.
- 4. Questions will be answered via Addendum.
- 5. Phone calls will not be replied to.
- 6. Do not contact Bob Shaffer or anyone at RK&K with questions.

7. Performance bond and payment bond will be required for the work. Bond forms are included in the bid package and will be required upon notice of award of the contract, along with a certificate of insurance.
8. Bid bond is required for this work.
9. Prevailing wage and payroll reporting are applicable to this project. The project is considered a Highway Construction project by the Department of Labor.
10. Bids are due Friday, March 23, 1:00 PM.
11. Sealed bids shall be addressed to the following address with the outer envelope clearly marked “DNREC CONTRACT NO. FW-2-15 - SEALED BID - DO NOT OPEN”

Dept. of Natural Resources & Environmental Control
Division of Fish and Wildlife
Kings Highway, Dover DE 19901
Attn: Anthony T. Gonzon, Jr, Delaware Bayshore Initiative Coordinator

12. Bids shall be publicly opened in the auditorium at the above stated time and location.
13. Successful Bidder will be expected to enter into a Standard A101-2007 Agreement between Owner and Contractor. An example of the agreement is included in the project manual.
14. Sub-Contractors: A completed list of sub-contractors shall be submitted with your bid. We remind bidders to name only one subcontractor for each of the trades.
15. Helical Anchor Certification: Certifications for helical anchor design, engineering and installation as identified in the project manual shall be submitted with your Bid.
16. The contractor shall designate a superintendent who shall be on site for the duration of the project.
17. Completion of Work:
 1. Notice of Contract Award: Within thirty (30) days of receipt and acceptance of qualified low bid.
 2. Purchase Order Issuance: The issuance of a State of Delaware purchase order is contingent upon the successful Contractor submitting bonds on State-approved forms, signed contracts and insurance certificates to the State of Delaware within 20 days of Notice of Award. A purchase order will be issued within thirty days after these items have been submitted to the State of Delaware.
 3. On-Site Mobilization: Within 7 days after issuance of State of Delaware purchase order.

4. Substantial Completion: The work shall be completed within 140 calendar days of notice to proceed.
18. Hunting Time of Year Restrictions: October 26 – November 6: to avoid interference with active waterfowl hunting, no on-site activity shall be permitted during this period. After November 6, 2018, no waterfowl hunting time of year restrictions are applicable unless project delays extend project completion into the next segment of waterfowl season (November 19).
19. Firearms seasons for deer begin on October 5. Beginning October 5, all workers present on site must wear a hunter orange vest and/or hat for safety.
20. Access: The road between the boardwalk and the parking lot must be kept open at all times, except for brief temporary periods when moving equipment or materials between sites. DFW has a water control structure located north of the project site that may require access at any time by DFW staff. During waterfowl hunting seasons, the public will access a boat ramp via that road.
21. A Sediment and Stormwater permit has been obtained and will be provided to the awarded contractor. A Flood Plain Waiver has been submitted to Kent County and has been tentatively approved and will be issued with the building permit.
22. The Sediment and Stormwater permit requires the contractor to “stabilize as you go” by placing stone immediately after soil disturbance.
23. Disturbance to wetlands in the path of construction is to be minimized. Any temporarily impacted wetlands shall be returned to the pre-disturbance elevations and conditions.
24. Disturbance to any wetlands adjacent to the permitted area is prohibited.
25. FAA: An FAA notification has been completed for the permanent structure and a determination of no hazard to air navigation has been issued. However, the contractor is responsible for the FAA notification required for temporary structures (Cranes and Equipment) used during construction. This is noted on Sheet C-1 General Note 17. This can be completed on-line and the information is provided in the note. Note: this should be completed a minimum 45 days prior to the construction.
26. All shop drawings and Source of Supply documents will be submitted electronically to the project file sharing site. The awarded contractor shall be provided access to the site. The contractor will designate a point of contact (one or two persons max) for access.
27. The project team will have 15 calendar days to review and respond to all shop drawings and Source of Supply documents. Please consider this when making submissions and scheduling the work. An example was given that for helical anchors, submissions must be reviewed by the geotechnical engineers as well as the structural engineers.

28. Contractors will not be required to provide CCR services. This is a state project and DNREC will provide those services if required.

29. The project scope was presented. Items discussed included:

- **Base Bid:** Tower, boardwalk, trail. Return parking lot to pre-construction condition
- **Add/Alternate No 1:** Parking lot – grading, stone, PCC pad, bumpers, bollards, split rail fence, additional E&S.
- **Add/Alternate No 2:** Kiosk – Install Kiosk, GABC and PCC pad. The kiosk would be delivered to the Little Creek maintenance area.
- **Add/Alternate No 3:** Second level railing

30. A site walk was conducted.

31. Construction drawings and the project manual were provided on compact disc to each company present.